



Deputy Director - Health

Job Description

Department: Health
Position: Career Service
Grade: 520
Supervisory: Yes
Reports to: Executive Director – Health

Summary

Under general guidance and direction of the Executive Director – Health, develops, manages and coordinates all divisions of the Utah County Health Department, including administrative and financial programs. Represents the Executive Director when unavailable. Directly supervises all administrative services.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate, plan, develop, recommend, and establish department-wide administrative and financial programs and procedures.
2. Develop and monitor department planning and quality improvement processes, including the Community Health Assessment, Community Health Improvement Plan, and Health Department Strategic Plan.
3. Oversee the design, development, and maintenance of department budgeting, accounting, computer, and management information systems.
4. Oversee the monitoring of department revenues and budget expenditures.
5. Oversee the timely billing and collection of funds, fees, and contract monies owed to the department.
6. Oversee development, tracking, and reporting of the Health Department's performance-based measures.
7. Ensure compliance with County personnel rules as well as State and Federal regulations governing personnel management.
8. Perform investigations into employee relations issues; coordinate with the Department of Human Resources to determine appropriate disciplinary actions; ensure supervisors administer disciplinary actions in accordance with policy and procedure.
9. Monitor department risk management efforts.
10. Oversee the review and coordination of department contracts and grants.
11. Perform financial analysis and prepare detailed financial reports, as required.
12. Negotiate contracts; coordinate negotiations that may be delegated to division directors.

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Job Title: Deputy Director - Health
FLSA: Exempt
Effective Date: 12/22/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Assistant Department Head

13. Respond to independent, State, and Federal audits of department finances and contracts.
14. Initiate and coordinate development of department policies, practices, and procedural protocols for use by department employees.
15. Represent Executive Director with local/municipal governments, community organizations, State government agencies of Legislative and Executive branches, national organizations, Utah County elected officials, Utah County department heads, governing boards, and other agencies.
16. Review and approve job description changes for department positions.
17. Oversee department website for updates and corrections.
18. Supervise, plan, coordinate, and direct the work of assigned personnel.
19. Assist with staffing decisions within the assigned function including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
20. Review and approve travel, training, and per diem requests.
21. Act as department administrator in the absence or incapacity of the Executive Director.
22. Respond to public health emergencies as required by department or division administration.
23. Carry provided cellular phone or other emergency communication devices during all work hours and at all other times when unavailable by phone.
24. Conduct department administrative hearings, as needed.
25. Coordinate the timely and appropriate response to all GRAMA records requests for all divisions with the Utah County Attorney's Office.
26. Develop and coordinate Academic Health Department efforts with local universities and sister agencies.

Knowledge, Skills, and Abilities

- Knowledge of public health and legal enforcement issues
- Knowledge of effective supervision techniques and program management
- Knowledge of State and Federal personnel laws, including ADA, FMLA, FLSA, Civil Rights Title VII, Worker's Compensation, and Workplace Harassment
- Knowledge of computer applications, including word processing, graphics, database, web design, and operating systems
- Knowledge of Federal, State, and local government agency operations and regulations related to Public Health Administration, GRAMA, contracts, and finances
- Knowledge of personnel and management information systems
- Knowledge of national standards and implementation of evidence-based practice for public health programs and services
- Skilled in leading community health assessments, strategic planning, and quality improvement efforts
- Skilled in accounting, budgeting, and financial analysis
- Skilled in public relations

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- Ability to administer systems for accounting, budgeting, financial analysis, personnel, and management information systems
- Ability to formulate, track, and report performance-based measures at individual, program, and organizational levels
- Ability to create, manage, and understand large, complex spread sheets
- Ability to formulate and administer policies and procedures
- Ability to communicate effectively both verbally and in writing
- Ability to work with minimal supervision and exercise independent judgment when appropriate
- Ability to lead and serve within the Incident Command System during times of public health emergencies
- Ability to establish effective working relationships with employees, other agencies, the public, and the media.

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an office, library, computer room, or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals, and work may require the use of personal protective equipment (PPE) such as gowns, masks, eye shields, and gloves. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk or table and is occasionally required to walk, stand, or stoop. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is occasionally required to lift, carry, push, pull, or otherwise move objects weighing up to fifty (50) pounds. The employee regularly drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to twenty (20) percent.

Required Education and Experience

1. Master's degree in Public Health, Public Administration, or Business Administration.
2. Five (5) years of management and supervisory work experience in a health-related field.

Preferred Education and Experience

1. Preference may be given to candidates with an undergraduate degree in Public Health, Community/Public Health Promotion, Environmental Health, Nursing, or another health-related field.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

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